

SARA Title III Tier II Reporting Basics Webinar

Michael Young

Michigan

SARA Title III Program - DEQ

WHAT IS THE TIER II REPORT?

- ☐ A report required under SARA Title III Section 312 documenting hazardous substances at a facility that are above the threshold,
- ☐ Submitted annually to state and local officials, and
- ☐ Made available to the public upon request.

SARA Title III – Tier II Reporting

Ask yourself the following questions regarding your facility's chemical storage

- ☐ Is your facility storing 10,000 pounds of a chemical that requires a Safety Data Sheet?
- ☐ Are you storing a chemical that has been identified as an Extremely Hazardous Substance (EHS)? Check your safety Data Sheet under the regulatory information section.
- ☐ Is your facility storing multiple chemicals that may be hazardous? (You may need to do a detailed inventory and quantify what you have stored on site).
- ☐ Does your facility have forklifts or equipment that require large lead acid batteries?
- ☐ Did your facility file a Tier II Report last year or are you new and replacing someone who did Tier II Reporting for your facility in the past?

SARA Title III – Tier II Reporting

**Please contact the SARA Title III Program if you
have questions or need additional information
at 517-284-7272 (SARA)**

**or send an email to
DEQ-SARA@michigan.gov.**



SARA Title III – Tier II Reporting

So why is it so important to report your facilities hazardous chemical storage?

- ☐ When reporting you are sharing your chemical storage information with the Local Fire Department, Local Emergency Planning Committee, first responders and the Michigan Department of Environmental Quality.
- ☐ Knowing what chemicals are stored at your facility may be a matter of life and death.
- ☐ The law requires those storing hazardous chemicals above regulatory thresholds to report.
- ☐ Failure to report may result in fines and penalties.



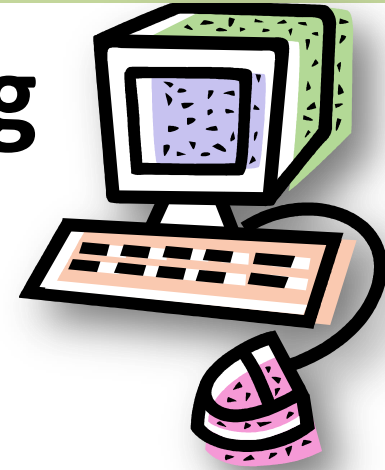
SARA Title III – Tier II Reporting

Where do you go to report?

- ☐ DEQ uses the Tier II Manager™ program to collect and manage Tier II Reports for the State of Michigan's SARA Title III Program.
- ☐ Tier II Reports in Michigan are all collected and received online

Please do not submit paper copies of your Tier II Report to the DEQ

SARA Title III – Tier II Reporting



Tier II Manager™

Off-the-shelf program customized for Michigan.

The program was rewritten on a new platform and includes new data elements.

All facility reports must be entered into this online program.

SARA Title III – Tier II Reporting

Do you need to Register In Tier II Manager?

- ☐ It's important to determine if your facility has reported in Tier II Manager in the past. Whether you are registering for a new account or looking to assume an existing account you are required to maintain all of the previous and historic Tier II Reports under your user account.

SARA Title III – Tier II Reporting

Assuming Reporting Duties from Someone Else

- ❑ If someone at your facility has been reporting in the Tier II Manager Program and has a user account and you are assuming their reporting responsibilities, you may want to use their existing account.

**Please note: that by taking over their account you are assuming all of the facilities that person has been reporting for. If you are only looking to assume one or more of the previous user's facilities, please contact the Tier II Administrator.*

SARA Title III – Tier II Reporting

Assuming Reporting Duties from Someone Else Cont.

- ☐ If you have assumed an existing user account and able to log in to the Tier II Manager Program, you need to update the account to reflect your contact information
- ☐ Click on the “My Account” tab at the top of the Tier II Manager Program homepage and then choose “Update My Profile” from the list of program links.
- ☐ Enter your contact information in all of the red asterisked fields and click on save.

SARA Title III – Tier II Reporting

Creating a new User Account

- ☐ So you have determined that you need a new user account in Tier II Manager open your Internet browser and type the following quick link into your browser: www.michigan.gov/sara
- ☐ The SARA Title II website will open; next click on the SARA Title III- Hazardous Chemical Inventory link. Now click on the Tier II Manager Program button in the center of the screen
- ☐ Next click on Register in the center of the log-in screen and fill out the required information make sure you register as a “Reporting Facility/Business User”

SARA Title III – Tier II Reporting

Creating a new User Account

- ☐ Your new registration will be submitted to the Tier II Manager Program Administrator.
- ☐ The Program Administrator will review your registration to see if an account already exists for the facility you want to report for. Remember a user can only have one account, but can report for multiple facilities.
- ☐ You will receive an email from Tier II Manage when your account has been approved.

SARA Title III – Tier II Reporting

Tier II Reporting Resources

- ☐ Go to www.michigan.gov/sara scroll down and click on the SARA Title III heading
- ☐ Click on SARA Title III – Hazardous Chemical Inventor and click on the Tier II Reporting Tutorials under the “Information” heading

SARA Title III – Tier II Reporting



DEQ / COMMUNITY RIGHT TO KNOW / SARA TITLE III - HAZARDOUS CHEMICAL INVENTORY

SARA Title III Hazardous Chemical Inventory

IMPORTANT NOTICE



Tier II Manager Program is ready to accept Tier II reports.

Fire Departments and LEPCs in the following counties can receive your Tier Two report online: Calhoun, Genesee, Ingham, Kent, Montcalm, Monroe, Oakland, Otsego, Ottawa, Saginaw, Washtenaw, and Wayne



Information



- [Sara Title III - How to Report in Tier II Manager Tutorial \(Youtube Video\)](#)
- [Sara Title III - Retrieving a Username or Password in Tier II Manager Tutorial \(YouTube Video\)](#)
- [Sara Title III - Registering or Assuming an Account in Tier II Manager Tutorial \(YouTube Video\)](#)
- [Online Reporting in Tier II Manager \(Chapter 3 of SARA Title III Guidebook\)](#) 
- [Hazardous Chemical Inventory Reporting: General Requirements and Online Reporting Instructions](#) 

SARA Title III – Tier II Reporting

***Please follow along live as we log into Tier II
Manager Program and initiate a:***

2015 Tier II Annual Report

SARA Title III – Tier II Reporting

Training Opportunities:

January 21 - [Crowne Plaza, Grand Rapids](#)

January 27 - [Comfort Inn & Suites Hotel and Conf Center, Mt. Pleasant](#)

February 2 - [MSU Management Education Center, Troy](#)

Register at: www.michigan.gov/deqworkshops

SUSTAINABILITY SERIES WEBINARS

The Business of Sustainability - DEQ Sustainability Webinar Series

Join us for a webinar on Feb 18, 2016 at 2:00 PM EST.

Register at: www.michigan.gov/deqworkshops

P2 AND STEWARDSHIP PROGRAMS

- Clean Corporate Citizen Program
- Clean Diesel Initiative
- Clean Marinas
- Community Pollution Prevention Grants
- Economy, Energy, and Environment Initiative
- Green Chemistry
- Green Communities Challenge

P2 AND STEWARDSHIP PROGRAMS

- Healthcare Pollution Prevention
- Michigan Business P2 Partnership
- Neighborhood Environmental Partners Program
- Pollution Prevention Week
- Retired Engineer Technical Assistance Program (RETAP)
- Small Business Pollution Prevention Loans
- Turfgrass Stewardship

SARA Title III – Tier II Reporting

Please contact the SARA Title III Program if you have questions or need additional information at

517-284-7272 (SARA)

or send an email to

DEQ-SARA@michigan.gov

Or visit our website at:

www.michigan.gov/sara

**Thank You for
Participating in this
Webinar!!!**